



**STATEWIDE AND REGIONAL
NETWORKS**

**2018-2019 Grant Guidelines &
Application Instructions**

Deadline: May 1, 2019 11:59 PM



The mission of the California Arts Council, a state agency,
is to advance California through the arts and creativity.

Learn more at www.arts.ca.gov

© 2018 State of California

California Arts Council



Governor of California
Gavin Newsom

Arts Council Members
Nashormeh Lindo, Chair
Larry Baza, Vice Chair

Juan Devis
Kathleen Gallegos
Jaime Galli
Donn Harris
Louise McGuinness

Staff
Director
Anne Bown-Crawford

Deputy Director
Ayanna Lalia Kiburi, MPH

Programs Officer
Shelly Gilbride, PhD

Address
1300 I Street, Suite 930
Sacramento, CA 95814

(916) 322-6555
Toll Free: (800) 201-6201
FAX: (916) 322-6575

www.arts.ca.gov

Office Hours
8:00 AM - 5:00 PM
Monday through Friday

Purpose: The California Arts Council (CAC), a state agency, was established in January 1976 to encourage artistic awareness, participation, and expression; to help independent local groups develop their own arts programs; to promote employment of artists and those skilled in crafts in the public and private sector; and to enlist the aid of all state agencies in the task of ensuring the fullest expression of our artistic potential.

The Council: The appointed Council of the CAC consists of 11 members who serve staggered terms. The Governor appoints nine members, the assembly Speaker appoints one member, and the Senate President pro Tempore appoints one member. Council members serve without salary, elect their own officers, and meet throughout the state to encourage public attendance. This body sets policy and has final approval of CAC grants.

Mission: Advancing California through the arts and creativity.

Vision: The CAC envisions a California where the lives of all Californians are enriched by access to and participation in a diverse spectrum of arts and cultural experiences and the arts ecosystem reflects contributions from all of California's diverse populations.

Funding: The CAC is a state agency, funded from the state's annual budget process and proceeds from the California Arts License Plate and the Keep Arts in Schools tax return voluntary contribution fund, supplemented by funds from the National Endowment for the Arts. Its grants are usually matched by foundations, individuals, earned income, government agencies, or other organizations.

Information Access: Due to the Public Records and Open Meeting Acts, applications and their attachments are not confidential and may be requested by the media and/or public. Meeting dates and locations are posted at www.arts.ca.gov. Observers may attend but may not participate in, or in any way interfere with, Council meetings. Each meeting provides a designated time for public comment, although comments may be time-limited.

Grant Process: Applications are evaluated by panels of experts, recognized in their respective fields, who rank applications according to program criteria. The CAC staff provides information but not recommendations to the panel. The Council reviews panel recommendations before making final funding decisions. CAC staff is responsible for grant contract administration after Council approval. In dire or unexpected circumstances, CAC reserves the right to make exceptions to any policy or procedure on a case-by-case basis.

Requirements: The CAC is mandated both by federal and state regulations to fund only organizations that have proof of nonprofit status under sec. 501(c)(3) of the Internal Revenue Code (Fiscal Receivers are eligible in some programs), or under sec. 23701d of the California Revenue and Taxations Code, or entities that are a unit of government; and that comply with the Civil Rights Acts of 1964, as amended; sec. 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; the Drug-Free Workplace Act of 1988; California Government Code secs. 11135-11139.5 (barring discrimination); the Fair Labor Standards Act, as defined by the Secretary of Labor in part 505 of title 29 of the Code of Federal Regulation; the Americans With Disabilities Act of 1990 ("ADA"); the Fair Employment and Housing Act; and the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.

Ownership, Copyrights, Royalties, Credit: The CAC does not claim ownership, copyrights, royalties, or other claim to artwork produced as a result of a CAC grant. However, the CAC reserves the right to reproduce and use such material for official, noncommercial purpose, including but not limited to use on the CAC website, social media and print materials. In addition, the CAC requires documentation of grants activity, and appropriate credit for CAC partial support

STATEWIDE AND REGIONAL NETWORKS

2018-19 GRANT GUIDELINES

DEADLINE: May 1, 2019 11:59 PM

Apply at calartscouncil.smartsimple.com

Up to \$35,000

Grant Activity Period: 6/30/2019 – 6/29/2020



Background and Purpose

The **Statewide and Regional Networks (SRN)** program is rooted in the California Arts Council's (CAC) commitment to providing practical services to working artists and constituent organizations by supporting arts service organizations and networks reflective of California's diverse populations.

The purpose of the Statewide and Regional Networks program is to provide general operating grants for **arts service organizations and networks with regional or statewide reach**. An arts service organization is defined as a nonprofit organization that furthers the interests of artists, creators, tradition bearers, arts and cultural organizations, and/or elements of the arts community. These organizations preserve, present and promote specific cultural practices, artistic disciplines, or creative initiatives. These organizations provide specialized, practical services for artists, arts organizations, and cultural communities, strengthening the arts and cultural ecosystem in California.

Eligibility

- The applicant organization must be an arts service organization, network, or association with regional or statewide reach as stated in program definitions below.
- The applicant must be a California-based nonprofit arts organization or arts-based unit of government.
- All activities to be funded by the California Arts Council must take place in California.
- All applicant organizations must be consistently engaged in arts programs and/or services for two years prior to the application deadline.
- All applicant organizations must have a principal place of business in California.
- The applicant must demonstrate proof of nonprofit status under section 501(c)(3) of the Internal Revenue Code, or section 23701d of the California Revenue and Taxation Code, or must be a unit of government, including California Native or Indigenous tribal governments.
 - **Fiscal Sponsors:** An applicant without nonprofit status may use a California-based Fiscal Sponsor with a federal 501(c)(3) designation to conduct work on a not-for-profit project. The Fiscal Sponsor will provide the fiscal and administrative services needed to complete the grant. **If a grant is awarded, the Fiscal Sponsor becomes the legal contractor.** The Fiscal Sponsor must also demonstrate consistent arts services or programming in California for a minimum of two years prior to the

application deadline. See additional information on the use of [CAC Fiscal Sponsors](#).

- Applicants using Fiscal Sponsors must submit all required materials for the Fiscal Sponsor at the time of application.
- State-Local Partner (SLP) grantees may not apply for SRN support, with the exception of an SLP serving as a Fiscal Sponsor for a distinct network that is not supported by the CAC through the SLP program.
- All applicants must submit all required application materials and information at the time of submission. Incomplete applications are ineligible and will not be reviewed by the panel. Please see Application Instructions for all required materials and information.
 - For all programs that require a CAC DataArts Funder Report, two years of data must be included in DataArts profile and report.

Program Goals

The goals of the Statewide and Regional Networks program are:

- To strengthen the arts and culture ecosystem in California through general operating support for arts service organizations and networks that represent the diversity and vibrancy of California.
- To strengthen the organizational capacity of arts service organizations in delivering services such as communications, professional development opportunities, re-granting, mentorships, career services, networking and arts advocacy.

Program Requirements

- The applicant must complete a proposal addressing the program's purpose by June 29th, 2020. All activities to be funded by the CAC must occur within the Grant Activity Period (see Timeline).
- Organizational activities and services must demonstrate how they strengthen and advance the network. Services may include but are not limited to: communications, professional development opportunities, re-granting, mentorships, career services, networking events and arts advocacy.
- Network constituent representation must have evidence of active, effective, and relevant statewide or regional reach.
- Organizational activities and services must provide evidence of service and activity access to all counties and/or municipalities identified in the network.
- **Accessibility**: The CAC is committed to making the arts accessible and inclusive for all Californians. All CAC-funded programs, services, information, and buildings and facilities where funded activities take place must be accessible. Please see Page 3: Requirements for more information.

SRN Grantee Responsibilities

Funding for general operating support is awarded as a contract between the SRN grantee and the California Arts Council. SRN grantees will be expected to:

- Attend CAC convening(s) (if applicable).
- Host meetings for the CAC as needed, when sufficient notice has been given.

- Participate, where feasible, in cooperative information gathering and programming when deemed to be mutually beneficial by both the CAC and the grantee.
- Promote CAC grant opportunities, workshops, and other resources and information to county constituents.
- Participate in program evaluation (if applicable).

Program Definitions

- **Access** is the right or opportunity to experience services and programs regardless of geographic, economic, disability, sexual orientation, gender identity, and racial barriers.
- **Advocacy** is the act or process of supporting a cause or proposal in order to initiate change in a society. This can include activities to support public policy and resource allocation decisions within political, economic, and social systems and institutions that directly affect people's lives. Advocacy often includes lobbying activities that are intended to influence specific legislation. Lobbying activities cannot be funded by the CAC.
- **An Arts Service Organization** is a nonprofit organization that furthers the interests of artists, creators, tradition bearers, arts and cultural organizations, and elements of the arts community. These organizations preserve, present and promote specific cultural practices, artistic disciplines, or creative initiatives.
- **Culture** is the beliefs and practices of a particular group of people that are united by ethnicity, artistry or social context.
- **Culturally specific** refers to organizational networks that are rooted in and reflective of cultural, artistic and ethnic communities.
- **Equity** is fair practices to accessing resources and the inclusion of all communities in the representation, participation and creation of services and programs.
- **Networks** are associations or groups of individuals or organizations with common interests, visions or organizational missions that work together to strengthen the collective group. Organizational membership, services and activities include professional development opportunities through communications, technical assistance, networking and arts advocacy.
- **Regional reach** must include services, activities and events with significant constituent representation in at least three counties, OR a county with a total population of over 3 million in multiple municipalities including San Diego, Los Angeles or San Jose.
- **Statewide reach** must include services, activities and events with significant constituent representation from the Northern, Central, and Southern regions.

Eligible Request Amounts

- Applicant organizations can request up to \$35,000.
- The total request for the SRN program cannot exceed 50% of an organization's total operating revenue from the last completed fiscal year, as it appears in the DataArts Funder Report.

Funding Restrictions

- The total of all application requests for one year of funding in FY18-19 cannot exceed 50% of an organization's total operating revenue from the last completed fiscal year. If applying for one or more CAC grants in a grant cycle, the total amount requested cannot exceed 50% of what is reflected in the organization's Total Operating Revenue line in the DataArts Funder Report.
- Applicants to this program are not restricted from applying for and receiving additional CAC project grants. Neither the award nor the match may be used to supplant state-funded expenses.

Matching Funds

All grant recipients must provide a dollar-for-dollar (1:1) match for this grant. A cash match may be from corporate or private contributions, local or federal government, or earned income. State funds cannot be used as a match. If applying for multiple CAC grants in a single fiscal year, distinct funds must be identified to meet the matching requirement for each grant application. The applicant must indicate whether matching funds are projected, pending or committed. Matching funds can be contributed by the applicant organization and/or primary partner organization.

In-Kind Match:

Use of in-kind contributions as a portion of the match is intended to support organizations that may not have the financial capability to provide a 1:1 cash match, but demonstrate the capacity to carry out the activities in the grant application with other sources of support. In-kind contributions are non-cash donations provided by **third parties** for which monetary value can be determined. In-kind contributions **may** be used for up to 50% of the required (1:1) match.

- In-kind contributions may be in the form of space; pro bono consultancy, training or services; supplies; and other expendable property that are given free of charge to the organizations.
- **In-kind contributions may only be provided by third parties.**
- In-kind contributions by state entities are ineligible.

In-kind contributions must be reflected as an expense in the grant application budget. Applicant organizations must accurately document and report in-kind contributions in their DataArts Funder Report. See additional information on [CAC In-kind Contributions](#).

If you have any questions about in-kind contribution documentation or eligibility, please contact the Arts Program Specialist. See staff assistance below.

What the CAC Does Not Fund

- Individuals (as applicants)
- Hospitality or food costs
- State agencies (as applicants)
- Federal agencies (as applicants)
- Non-arts organizations not involved in arts activities (as applicants)
- For-profit organizations (as applicants)

- Former grantee organizations not in compliance with CAC grant requirements (as stipulated in grant agreement)
- Fundraising activities or services such as annual campaigns, fundraising events, or grant writing
- Programs or services intended for private use, or for use by restricted membership
- Projects with religious purposes
- Operational, administrative or indirect costs of schools, colleges, or universities, or any activities that are part of the curricular base of these institutions
- Trusts, endowment funds or investments
- Capital outlay, including construction projects or purchase of land and buildings
- Equipment
- Debt repayment
- Out-of-state travel
- Expenses incurred before the start date or after the ending date of the grant activity period
- Lobbying activities that are intended to influence the actions, policies, or decisions of government officials or specific legislation

Application Process

Applications will be available online through the CAC's online grants management system at calartscouncil.smartsimple.com. Only applications submitted through the system by the deadline will be accepted. More information can be found on the [Application Resources page](#) of the CAC website.

Review Criteria

A peer panel will evaluate applications on the following criteria:

- **Statewide or Regional Programming, Services, and Networking:** Degree to which the organization serves as a service organization for artists, creators, tradition bearers, arts and cultural organizations, and/or elements of the arts community through activities such as: communications, professional development opportunities, networking and arts advocacy. Evidence of statewide or regional activities, services and constituent base.
- **Community Impact:** Demonstration of reach and depth of programs, activities and services that respond to the needs, values, and priorities of constituency.
- **Access and Equity:** Degree to which the organization maintains equitable practices for providing access to programs, services and resources, despite geographic, economic, disability, and racial barriers to participation. Degree to which organizational operations include equitable practices and policies. Degree to which the organization's governing body is diverse and includes statewide or regional representation. Advances the cultural and ethnic diversity of arts and artists throughout the region or state.
- **Management and Leadership:** Ability of applicant organization to fulfill programs and services identified in proposal in a sustainable manner. Evidence of strategies to strengthen organizational capacity, diversity of revenue sources, appropriate leadership and compensation for staff, effective governance policies

and structure that is representative of the region/state and diverse in backgrounds. Overall fiscal and managerial health of applicant is evident.

Peer Panel Evaluation and Ranking Process

The panel's review of applications and work samples is a multi-step process and involves assigning numerical ranks (1-6) to an application. Panelists' ranks are averaged to obtain the final score. Final ranking and funding allocations may be made according to the first decimal place within each rank as necessary.

For each of the rankings listed below, the description refers to the complete content of the application as submitted by the applicant.

6	Exemplary	Meets all of the review criteria to the highest degree possible
5	Strong	Meets all of the review criteria in a significant manner
4	Good	Meets all of the review criteria to some extent; however, areas of the application need improvement, development, or clarification
3	Marginal	Does not meet the majority of the review criteria in a significant manner
2	Weak	Significant inadequacies in addressing review criteria; proposals that do not meet the program requirements or grant program goals
1	Ineligible	Incomplete applications, applications that do not meet eligibility criteria. Former grantee organizations not in compliance with CAC grant requirements.

California Arts Council Decision-making

The final authority for grant decisions is the appointed Council. After receiving and reviewing the peer panel's ranking recommendations, the Council will consider the panel's recommendations and make final funding decisions at a public meeting.

If approved by the Council for support, grant amounts may differ from the request amount due to the level of funding available to the program, demand for that funding, and/or the rank a proposal receives from the peer review panel.

Depending on the amount of funds available and the number of applicants, the Council will decide which ranks receive funding, and for what percentage of the applicant's request amount.

Should a grant award be made for an amount less than the request amount, the applicant will be required to agree to complete what is described in the application with a lesser grant award than the original request in the grant contract. CAC staff is responsible for grant contract administration after Council approval.

Timeline

May 1, 2019 11:59 PM	Application deadline (online)
June 2019	Funding decisions
June 2019	Funding notifications
June 30, 2019 – June 29, 2020*	Grant Activity Period
July 30, 2020	Final Report deadline

*There may be an extension and/or renewal process for this grant for one or more years.

Grantee Requirements

Grantees must comply with all requirements as stipulated in the grant agreement including but not limited to the following:

- Grantees are required to carry out activities consistent with the application approved for funding. Requests to make changes to funded activities require prior written approval from CAC staff. Requests for changes are considered on a case-by-case basis; approval is not guaranteed.
- To better inform our elected representatives as to the value of the arts and the use of state funds, you will be expected to include—with your approved grant agreement—photocopies of signed letters that you have sent to the Governor and your State Senate and Assembly representatives thanking them for your grant.
- Use the CAC logo on all printed, electronic materials and websites (programs, catalogs, postcards, posters, newsletters, leaflets, publications, etc.) that specifically reference this grant.
- Credit the CAC on all printed and electronic materials: *“This activity is funded in part by the California Arts Council, a state agency.”*
- Reports summarizing grant-funded activities and accomplishments will be required.

Appeal Process

Appeals to CAC funding decisions must be submitted on an official Appeal Form, available from the CAC, and postmarked within 45 days of the decision. Appeals are granted only on the following grounds:

1. Panel’s assessment was based on a misstatement of factual information as contained in the application such that it negatively influenced the panel’s recommendation; and/or
2. Incorrect processing of the required application material such that it negatively influenced the panel’s assessment of the applicant’s request for funding.

Note: Dissatisfaction with award denial or with award amount is not grounds for appeal.

Staff Assistance

CAC staff is available to offer guidance and clarification in preparing your proposal. We recommend that you contact staff well in advance of the deadline to ensure you can be accommodated. People who are Deaf, Hard of Hearing, have difficulty speaking, or who are Deaf Blind may dial 711 to reach the California Relay Service (CRS). Large print is available upon request.

New applicants to this program are highly encouraged to contact the Program Specialist to confirm eligibility before starting an application to this program.

Interim: Shelly Gilbride, Programs Officer

shelly.gilbride@arts.ca.gov

(916) 324-0075

FY18-19 STATEWIDE AND REGIONAL NETWORKS Grant Application Instructions



Application Instructions
DEADLINE: May 1, 2019 by 11:59 PM

New applicants to this program are highly encouraged to contact the Program Specialist to confirm eligibility before starting an application to this program.

All grant applications must be submitted in the California Arts Council online grants management system, calartscouncil.smartsimple.com.

Please refer to [CAC Registration Information](#) for additional guidance.

Please have the following information and documentation prepared prior to beginning your registration:

- Applicant Organization Federal EIN (or that of Fiscal Sponsor, if applicable)
- Applicant Organization DUNS Number (or that of Fiscal Sponsor, if applicable), obtainable from the [Dun and Bradstreet Request Service](#) website
- Applicant Organization contact information, including business address, mailing address (if different), county name, phone and fax number (if available), and website
- Number of years Applicant Organization has engaged in arts programming
- Year Applicant Organization began arts programs and/or services
- Organizational mission statement and purpose
- Brief summary of Applicant Organization's core programs and services

Application Checklist:

Required Support Materials:

- **Work Sample Materials:** Provide up to three different samples of materials generated within the past two years that best portray your organization, its arts programming and/or arts services. These may include marketing collateral such as flyers, brochures, and newsletters, as well as programs, reviews, etc.
- **Provide a current list of Board of Directors, Commissioners, Committee, or other appropriate members of your governing body.** For each individual, provide name; expertise; role on governing body; professional affiliations; city of residence; county of residence.
- **Strategic Plan - Executive Summary:** Provide the executive summary for your organization's current strategic plan. If a current strategic plan is not in place, describe any existing policies and/or procedures, and timeline for developing a strategic plan.

- Network List: Provide a current list of your organization's members and/or constituents, including geographic representation (such as by county or by region).
- Letters of Support: Please provide up to two signed letters from key stakeholders, partners, or collaborators. Letters should substantiate the quality of the organization, its programs and services, and affirm the organization's impact on its constituents.
- SMU DataArts Funder Report: The California Arts Council requires all applicants to complete two Cultural Data Profiles (CDP) through SMU DataArts (formerly the Cultural Data Project) and generate a Funder Report to include with their application. The Funder Report will be used to assess your organization's fiscal health and activities. You will need two years of financial and programmatic data to fill out your CDPs. To complete this part of your submission, log in to the [SMU DataArts](#) website. See DataArts Instructions below for step-by-step instructions.
- Payee Data Record (STD 204)

Required Support Materials for Fiscally Sponsored Applications:

- Legal name of Fiscal Sponsor Organization
- Fiscal Sponsor Organization Federal EIN
- Fiscal Sponsor Organization DUNS Number
- Fiscal Sponsor Organization executive leader's name, phone number, and email
- Fiscal Sponsor Organization mailing address
- Number of years the Fiscal Sponsor Organization has been engaged in arts programming and/or services
- A brief description of the history of the Fiscal Sponsor Organization's arts programming and/or services
- An IRS 990, 990-EZ or 990-PF form for the Fiscal Sponsor Organization; no other types of 990 forms will be accepted
- A Letter of Agreement between the Applicant Organization and the Fiscal Sponsor Organization confirming their understanding of and compliance with the [CAC Fiscal Sponsor Policy](#)
- Payee Data Record (STD 204)

Please refer to the [CAC Fiscal Sponsor Policy](#) for additional information.

Application Questions:

The following questions will be asked on the application:

Narrative Questions:

- Select all activities and services that your organization provides to your constituency:
 - Communications
 - Marketing services

- Professional development opportunities
 - Re-granting
 - Mentorships
 - Career services
 - Networking events
 - Arts advocacy
 - Other
- Describe how your organization serves artists, arts organizations and cultural communities, giving details on the activities and services selected above, as well as any other activities and services not listed. *(2500 characters)*
 - Timeline: All activities to be funded by this CAC grant must occur within the stated Grant Activity Period of June 30, 2019 to May 31, 2020. Provide a brief timeline for activities that will occur within the Grant Activity Period. *(1500 characters)*
 - Provide a detailed overview of the regional or statewide reach of your activities and services. If statewide, please describe your impact and relevance in the Northern, Southern, and Central regions of California. If regional, please describe your impact and relevance in counties and municipalities served. *(2500 characters)*
 - Describe how constituents access the organization's services. Include outreach methods, criteria for joining (if applicable), and any cost associated with participation. *(1000 characters)*
 - Describe how the organization ensures that activities and services are developed to include and respond to the constituents' needs, and how your organization measures the impact of programs and services. *.(2500 characters)*
 - Describe any organizational efforts to preserve, promote, and protect specific ethnic, cultural and/or artistic disciplines. *(2000 characters)*
 - Provide an overview of your organizational structure. Include a detailed description of staffing and governing body, approach to developing policies, and fiscal oversight. Indicate your approach to ensure that your leadership is demographically inclusive of your constituency. *(2000 characters)*
 - Provide brief bios for key individuals involved with administration of your organization. Provide name, title and description of role within the organization.
 - Describe efforts to ensure accessibility and inclusion. Consider both personnel and participants, where applicable. *(1500 characters)*

Matching Funds Table:

You will be required to fill out a Match Source table, indicating sources and status of all matching funds (i.e., Projected, Pending, Confirmed).

SMU DataArts Instructions:

Follow these instructions to complete a Cultural Data Profile (CDP) and Funder Report:

1. Go to the SMU DataArts website and use the orange login button to access your DataArts account. If your organization does not yet have a SMU DataArts account, choose the “Create an account” link to register.
2. Create and complete two CDPs, one for each fiscal year. Enter data using your board-approved financial audit/review or year-end financial statements.
 - a. If your organization is not audited/reviewed, enter data using your board-approved, year-end financial statements.
 - b. If your organization is an arts program/department within a larger institution, enter data based on internal financial statements of the arts program/department and indicate that you have a [parent organization](#) when selecting your organization type on the Customize Your Survey screen.
 - c. DO NOT enter project budgets, budgets for future years, or incomplete or not-yet-approved audits/reviews/financial statements.
3. Some errors may be triggered as you enter financial data, and you will be able to review and resolve them as you work on your survey. Select the “Check and Complete” button to run a final, comprehensive error check when you are finished entering data, and correct any errors that may arise at that time. If you need assistance, call the SMU DataArts Support Center at 1-877-707-3282.
4. After you have finished entering and completing your two fiscal year surveys, you will then use your CDP data to generate a Funder Report to be included with your application materials.
 - a. Go to Funder Reports and Grants and search for California Arts Council. Find the grant program which you will apply to, select the “View” dropdown, then “Submit Data” to share your data with California Arts Council. A PDF Funder Report will then generate. **Once you have run your report from SMU DataArts, download, save, then upload your Funder Report below.** You can also find a video of step-by-step instructions [here](#).

Applicant Organizations should direct questions concerning the CDP or Funder Report to:

SMU DataArts Support Center:

Toll Free: (877) 707-3282

Email: help@culturaldata.org

The Support Center is available Monday – Friday from 6:00 AM to 5:00 PM PST.

SMU DataArts website: <https://culturaldata.org>

Application Assessment:

Panelists may consider any aspect of an application when ranking for each review criteria detailed in the guidelines:

- Statewide or Regional Programming, Services, and Networking
- Community Impact
- Access and Equity
- Management and Leadership